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Approved For Release 2002/05/09 : CIA-RDP84-00499R000600040036-8  
SECURITY INFORMATION

1 October 1952

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Report of Message Center Operation 1-30 September 1952.

1. Cables Processed:

During the period covered, approximately 19,750 CIA and Non-CIA cables were processed by the Message Center. This includes 7,550 IN and 4,400 OUT CIA cables and 7,800 Non-CIA cables. It is estimated that a total of 126,700 copies of cables were distributed under receipt by the Message Center to offices within the Headquarters. From a sampling of 3900 IN and OUT messages we determined that an average of 10 copies of each message were issued under receipt to customers. Statistical figures rather than estimates will be developed as soon as the Message Center assumes responsibility for acceptance and accountability of OUT messages prior to dispatch. These figures include cables which were reproduced as well as certain State, Army and Navy cables which were routed without reproducing. Of all cables processed, approximately 4% or 525 were selected and routed to your office as being of possible interest to General Smith.

[REDACTED]

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3. Visits:

While it is not intended that all personnel make visits to activities similar to the Message Center, [REDACTED] did visit the Air Force Message Center in order to see first-hand how the Air Forces (Lt. Col. Huber and Major Macklin) operate a very neat office and how they process with a minimum of delay the AF cable traffic.

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4. Table of Organization:

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The proposed T/O was submitted to the ADCO and after [REDACTED] concurred, it was submitted to your office for signature on 19 September. It has now gone forward to DDA for final review. [REDACTED] advised me on 25 September that the Admin Assistant, GS-7 position for my office has been approved by the DDA. We have followed several leads as to possible qualified candidates but to date none has proven to be available.

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5. Personnel:

On 2 September we had [REDACTED] civilians on hand, 8 were being processed by name, and we contemplated losing 6 by reason of pregnancy transfer, or resignation. On 1 October we have [REDACTED] civilians on hand, 12 are being

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25X1

SECRET

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SECURITY INFORMATION

- 2 -

25X1A

processed by name (3 from [redacted] efforts.) We actually lost 3 bodies during September: 1 maternity leave; 1 transfer; 1 resignation. We gained 1 mail clerk, GS-2, and 2 enlisted men, clerk typists. The latter are on a temporary basis (loan from Signal Center) and are not slotted against civilian vacancies. We anticipate losing two bodies in October, both for maternity leave.

Of the 12 being processed by name, we feel quite certain of getting 2 in October. The remaining 10 will probably come aboard in November, December and January. Six have been in process for 2-3 months, 4 began processing in late September.

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Of the unknown number up to 8 being recruited for us by Colonel [redacted] we have no definite information other than that we have been given a priority as a result of his efforts, which insures our getting consideration on 1 of each 4 bodies clearing the pool. Several possibilities under this system have been lost because of our firm requirement that they accept night work on alternate weeks.

Assuming that in October we do get the 2 now being processed by name and that we get 5 additional through [redacted] efforts, and none of the remainder being processed by name (a valid assumption in view of the average of 3-4 months required for full clearance), we will have a month-end strength as of 31 October of [redacted]

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I believe that with [redacted] on duty for the month, we can do the job of accepting outgoing cables and take over the Duty Officer watch within a month of their entering on duty. However, to do the job without excessive overtime (875 hours were used during September), and without worry as to delays and bottlenecks and saturation, we will need to continue extensive efforts to build our total strength to [redacted] This does not include the 5 messenger positions against which we may not recruit until our T/O is approved.

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#### 6. Organization and Function:

Certain improvements in internal operating procedures have been made, but until we gain in total strength, materially improved service to the agency can not be made. We continue to operate barely managing to cover essential functions during night, midnight, Saturday and Sunday tours.

The mechanics of briefing cables for General Smith is being studied and will be reported in full in the next report or before. This is a new responsibility which I believe we can absorb without increased strength since it is so closely related to anticipated Cable Duty Officer functions.

- 3 -

7. Morale:

Morale appears high. As yet no word has been received as to whether space could be made available for a day room for Message Center and Signal Center personnel. I will follow up on this, but mention it in the event that you might have occasion to discuss it with the right people.

8. General:

a) Job Sheets are now being prepared to cover the positions in the Message Center and the CIA Cable Secretariat. These job sheets will be used to support our proposed T/Q. I intend to incorporate into these descriptions General Smith's statement of 16 September 1952 concerning the fact that I am responsible for bringing to his attention prior to dispatch any cable containing instructions involving National policy unless it has been personally approved by the Director, and in his absence the DDCI. We expect to complete these sheets during this month and I will pass them to you for your information and comment prior to releasing them to the Wage and Classification people.

b) There arose during this period a question as to the type of cable to be furnished Mr. Becker. While I personally see no objection to furnishing him cables containing substantive intelligence and operational data, I feel that in the absence of a directive reflecting DDI and DDP coordination, I should follow the policy which reflects DDP's (Mr. Helms') instructions to me. In this instance, I have conflicting instructions. An exchange of memoranda on this subject is attached (TAB A). I have not yet received the DDP's comments to this proposal.

c) Also there arose a question as to how General Smith's directive was to be implemented with respect to clearing all cables through the appropriate Foreign Division Chief. This matter was referred to your office (TAB B) for decision.

d) DDA submitted his cable distribution requirements which are now being coordinated with DDP. This was originally received in the Cable Secretariat but referred to your office since it involved coordination between two Deputy Directors.

e) We now have the "Wheel" which was formerly in DDP's office. It is of some assistance in identifying cryptonyms, pseudonyms, etc., but I am not convinced that I have the best means available to do the job. I will continue to explore other means of doing a better job of identifying for the General.

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